



Administrative Policies and Procedures: 3.31

Subject:	Social Security Payments for Youth on Trial Home Visits with Parents or Other Relatives
Authority:	TCA 37-1-130, 37-5-105, 37-5-106
Standards:	ACA: 3-JTS-1B-07, 3-JTS-1B-18, 3-JTS-1B-19; DCS Practice Standard: 8-306
Application:	To All Department of Children's Services Family Service Workers, Supervisors, Child Welfare Benefits Counselors and Finance and Program Support Employees

Policy Statement:

Social Security payments received by the Department of Children's Services on the behalf of children who have been placed with a parent or other relative on a trial home visit shall be forwarded to the parent or relative. DCS shall forward payments received for up to ninety (90) days following the child's placement in the home. Payments received beyond the ninety (90) days trial home visit period will be returned to the Social Security Administration.

Purpose:

To ensure procedures are established for the administering, collection, safeguarding and disbursement of monies to comply with State and Federal guidelines and accepted accounting procedures.

Procedures:

A. Initiation of payment	<ol style="list-style-type: none">1. When a youth is placed on trial home visit in the home of a parent or other relative, the case manager will, within three (3) days, prepare form CS-0478, Certification and Authorization for Release of Current SSA, SSI or Trust Fund Benefits for Home Trial Visits. Form CS-0478 will be sent to the Finance and Program Support Division in the central office requesting that social security benefits be paid to the parent or relative of the child.2. A Substitute W-9 form must also be prepared by the parent or other relative and sent to the Finance and Program Support.
B. Requirements	<ol style="list-style-type: none">1. No later than thirty (30) days after a child has been placed on trial home visit with a parent or other relative, the family service worker must contact the family in writing to assist them in applying to become the child's social security representative payee to ensure that there is no disruption of payment.2. The Department of Children's Services will forward social security payments it receives to parents or other relatives for a ninety (90) day period after the child begins the trial visit.

	<ol style="list-style-type: none">3. After ninety (90) days, the department will send all additional social security funds received on behalf of the child back to the Social Security Administration and ask to be relieved of the representative payee duties.
C. How relatives should file to become representative payee	<ol style="list-style-type: none">1. The Family Service Worker must provide the parent or relative with a completed CS-0568, Trial Home Visit Authorization to File for Representative Payee Designation form.2. The parent or relative must present form CS-0568 to officials in the nearest Social Security office in order to apply to become representative payee for the child.
D. Termination of trial home visits	<ol style="list-style-type: none">1. If a trial home visit disrupts while DCS is receiving the child's social security funds and the child is removed from the home of the parent or relative and is placed in another out of home placement the case manager must e-mail the Finance and Program Support Trust Account Staff by the end of the following day so that DCS payment to the custodial parent or relative can be stopped.2. A change of circumstance form CS-0476, Notification of Change of Circumstances must be completed by the end of the following day, flagged as trial home visit change and sent to trust accounting in Central Office Division of Finance and Program Support and the regional Child Welfare Benefits Counselors.3. After notification of the disruption the Social Security trial visit payments to the custodial parent will cease, the department will continue to conserve the child's funds and use for the future expenses of the child.4. After receiving notification that the representative payee designation has changed from DCS to the custodial parent, the Child Welfare Benefits Counselor will request to become representative payee for DCS for the child when the trial visit placement disrupts and the child is placed in another out of home placement.5. The Child Welfare Benefits Counselor will complete forms SSA-11-BK, Request to be Selected as Payee, FA-0722, Automated Clearinghouse, ACH Deposit of Benefits, and forward both forms to the local Social Security Administration office.

Forms:	<u>CS-0476, Notification of Change of Circumstances</u> <u>CS-0478, Certification And Authorization For Release Of Current SSA, SSI Or Trust Fund Benefits For Home Trial Visits</u> <u>CS-0568, Trial Home Visit Authorization To File For Representative Payee Substitute W-9</u> <i>FA-0722, Automated Clearinghouse, ACH Deposit of Benefits (not a DCS form)</i> <i>SSA-11-BK, Request To Be Selected As Payee (A Social Security Administration Form (not a DCS form)</i>
Collateral documents:	<i>None</i>